



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY**  
**2480 LLEWELLYN AVENUE**  
**FORT GEORGE G. MEADE, MARYLAND 20755-5800**

REPLY TO  
ATTENTION OF

3 September 2002

POLICY STATEMENT NO. 18

LABORATORY AND RADIOLOGY FILING POLICY

1. Kimbrough Ambulatory Care Center (KACC) utilizes an automated patient information system (that is, the Composite Health Care System (CHCS)), to store and communicate patient medical information. As health care providers have the capability of retrieving this information via CHCS, KACC does not routinely file hard copies of laboratory and radiology results in medical records. However, there are two exceptions when all laboratory and radiology results will be filed in a medical record—

a. Prior to the patient's reassignment.

b. If the patient's medical record is retired by the Outpatient Records Section during KACC's annual records retirement.

2. The backup plan for retrieving laboratory and radiology results in the event that CHCS is down for an extended period of time is as follows:

a. Laboratory Service maintains documentation of all lab work on file in a master log for two to three days prior to scheduled CHCS downtimes, and is able to provide copies of those days of lab work to the requesting health care provider. Health care providers are encouraged to retrieve all needed results prior to CHCS downtimes. During downtime, the lab will have a manual system whereby the staff can get results performed during the three days prior to and during scheduled CHCS downtime.

b. The Department of Radiology maintains actual imaging studies that have not been signed out to patients or clinicians for five years. If the patient has not had a study for five years, all previous radiographs are purged. After 1994, in accordance with Federal law, all mammograms are retained indefinitely. Permanent "hard" copies of reports are printed only for mammograms. At any given time, radiology studies can be pulled and review of an examination can be performed, provided the study is in the radiology file. However, reviews of some studies, such as fluoroscopy and ultrasound examinations, are limited. Such reviews will lack observations acquired during performance of examination. Provisional review results can be given to a clinician on a "wet slip."

c. A sponsor or dependent spouse on permanent change of station (PCS) orders may, while CHCS is down, request copies of all their laboratory (results for three days prior to and during CHCS downtimes) and/or radiology results, as well as those of other family members, to be forwarded to the medical treatment facility (MTF) at the gaining installation. To do this, the sponsor or dependent spouse must drop off a copy of his or her PCS orders at Patient Affairs, Outpatient Records or Laboratory Service and/or the Department of Radiology. All mail-outs to gaining MTFs will be accomplished by Patient Affairs.

//Original Signed By//  
JOAN P. EITZEN  
COL, AN  
Commanding

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